



iTeach iLearn Teacher Tablet Out of the Box Training

- I. Welcome**
 - A. Introductions
 - B. Agenda

- II. Tablet Deployment**
 - A. Distribute Tablets
 - a. Tablet assigned to each teacher by name
 - b. Security – Computrace installed
 - B. Complete necessary paperwork
 - C. Provide Flash Drive for Teacher's to copy OOTB support materials to Tablet

- III. Power Management**
 - A. 8 Cell Lithium Ion Battery – 4-5 hour battery life
 - B. Best Practices for optimum battery life
 - a. Change Brightness
 - i. Fn End to dim Tablet
 - ii. Fn Home to brighten Tablet
 - b. Turn off wireless radio if not using Internet
 - c. Standby – for short “down” times
 - d. Hibernate - for longer “down” times

- IV. Tablet as a Laptop**
 - A. Ports
 - B. Buttons
 - C. Keyboard
 - D. TrackPoint – Left Mouse – Right Mouse
 - E. Function Keys (Fn F3, Home, End, F4, F5, F7, F12)
 - F. Review My Documents Folder
 - a. Note different folders in Tablet PC (My Notes, My Tablet, etc)

- V. Pen Demonstration**
 - A. How to hold the pen
 - B. Change Tablet and Pen Settings Menu
 - a. Calibrate
 - C. Left Mouse – Right Mouse
 - a. Double tap – Double Click
 - b. Press & Hold – Right Click
 - D. Always return pen to pen holder when not in use
 - E. Pen Exercise: Set Screen Saver

Notes



VI. Communication

- A. Intel Pro Set
 - a. Connecting to the Internet from home
 - b. Connecting to the Internet at school

VII. Start Menu – Review of image customized for iTiL

- A. Help and Support Menu(s)
- B. Accessories - Accessibility
 - a. Enhance accessibility with options
- C. Tablet Tools
 - a. Tablet PC (tutorials)
 - b. Get Going with Tablet PC
 - c. Microsoft Experience Pak for Tablet PC
 - i. Ink Desktop
 - ii. Snipping Tool
 - d. Microsoft Education Pak for Tablet PC
- D. Teaching and Learning – iTiL curriculum
 - a. Impact Math – Virtual Activities
- E. Application Review

VIII. Tablet

- A. Lights
 - a. Wireless Status
 - b. Number Lock
 - c. Caps Lock
 - d. Drive in use
 - e. Power on
 - f. Battery Status
 - g. Standby Status
- B. Buttons
 - a. Power Button
 - b. Power Lock
 - c. Ctrl-Alt-Delete
 - d. Screen Rotation
 - e. Tablet Shortcut
 - f. Escape
 - g. Enter
 - h. Up and Down Buttons



- IX. Tablet - Windows Journal**
 - A. Title Note
 - B. Save Note
 - C. Pen and Pen settings
 - D. Highlighter and Highlighter settings
 - E. Eraser and Eraser settings
 - F. Selection Tool
 - G. Insert/Remove Space
 - H. Flag Tool
 - I. Journal Exercise: Create “Top 10 List” on 10 features of the Tablet PC

- X. Tablet - File Management - Saving Files**
 - A. Save Top 10 List to My Notes folder
 - B. Create new Tablet PC folder
 - C. Save Top 10 List in new folder

- XI. Tablet - Input Panel and Ink Annotations using Microsoft Word**
 - A. Tablet PC Input Panel
 - a. On Screen Keyboard
 - b. Character Pad
 - c. Writing Pad
 - d. Input Panel Exercise: Create Word file using all 3 input pads and save to new folder in My Documents labeled ELA
 - B. Insert Ink Annotations – Demonstrate Tools
 - a. Ink Annotations
 - b. Ink Comment
 - C. Discussion on use of Input Panel vs. Ink Annotations in Microsoft Office applications

- XII. Laptop – Create PowerPoint Slideshow “Introduce Tablet PC to Students”**
 - A. Create “Introduce Tablet PC to Students” slideshow
 - B. Add and customize 3-5 slides

- XIII. Tablet - Inking on PowerPoint Slideshow**
 - A. Demonstration use of Ink Comments for Peer Review
 - B. Peer Review – trade tablets and insert comments on partner’s slideshow
 - C. Presentation - Teacher demonstrates Ink Annotation and Insert Comments using PowerPoint

- XIV. Review/Evaluation/Paperwork**